

Regular Meeting  
Monday, February 21, 2011  
9:00am  
Chowan County Public Safety Center  
305 West Freemason Street

MINUTES

The Chowan County Board of Commissioners held their regular meeting on Monday, February 21, 2011 at 9:00am in the Chowan County Public Safety Center, 305 West Freemason Street Edenton NC. Present Vice Chairman Keith Nixon, Commissioners Emmett Winborne, Jeff Smith and John Mitchener. Chairman Eddy Goodwin, Commissioners Ellis Lawrence and Ralph Cole were absent. Staff Present Finance Officer Lisa Jones; County Manager Paul Parker and Board Clerk Susanne Stallings

Vice Chairman Nixon called the meeting to order.

**Consent Agenda**

a. Transfer of Property

Ms. Stallings stated that attached to the Board packet is an MOU between the Edenton-Chowan Recreation Department and Edenton-Chowan School to transfer ownership of Fitness Arcade equipment and supplies. The equipment and supplies were purchased with grant funds from the Chowan Hospital Foundation in 2007 and 2010.

Commissioner Winborne moved that the Board recommend approval of the item on the March 7, 2010 agenda. Vice Chairman Nixon asked for all in favor, the motion passed (4-0).

b. Budget Amendments

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**BA-1011-054**

3990 Fund Balance                      \$ 5,500  
Appropriated

Increase revenue from fund balance appropriated for funds set aside for Register of Deeds automation/preservation fund pursuant to G.S. 161-11.3

4180 Reg of Deeds                      \$ 5,500

Increase expense for automation equipment for Register of Deeds office to include Laserfische computer, scanner and software and plat scanner and supplies

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**BA-1011-055**

3616	Senior Center	\$ 7,350	Increase revenue from donations received for Senior Center home delivered meals program
4268	Senior Center	\$ 7,350	Increase expense for Senior Center home delivered meals program

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Commissioner Mitchener moved that the Board recommend approval of the item on the March 7, 2010 agenda. Vice Chairman Nixon asked for all in favor, the motion passed (4-0).

**Finance Officer Items**

- Finance Officer Lisa Jones will present the Finance Reports for January  
Ms. Jones provided Cash Balance reports, Investment Balance, Operating fund cash balances, Capital Reserve fund and Capital Project Fund Balances as of January 20, 2011.
- Storm Preparedness Fee  
Ms. Jones discussed that the fund will be paid off this budget year. She provided the Board with the resolution establishing the fund and noted that the revenue for this fund is capital project is specific to the revenue/expense.
- Convenience Site lease agreements  
Ms. Jones provided the Board with information on the lease agreements for the convenience sites. The Board members requested that the information be provided to the Board.  
Commissioner Nixon asked that the information be put out in the future in case other landowners want to bid in the future.
- EMS 6 month review of budget  
Ms. Jones provided the Board with the EMS Budget printout. She noted the collections are increased with the new billing company.

Colin stated he would provide the Board with more information on actual cost for response.

Ms. Jones stated that currently data shows an increase of an average of \$120 per call collected.

- Salary Study contract discussion  
Ms. Jones noted that it was requested by Board members to provide information on previous quotes (from 2008) for a salary study, adding that the study was removed from the budget during the fiscal crisis. Previously the MAPS group was \$18,400 and Springstead \$22,700. She noted that a study has not been performed since the 1970's. She added that the price is based on the number of employees.

Commissioner Smith moved that the Board re-bid for a proposal.

Vice Chairman stated he felt the Board should look into pricing a study. Vice Chairman Nixon asked for all in favor, the motion passed (4-0).

### **Mental Health Presentation**

Ronnie Lowe a provider for East Carolina Behavioral Health requested time to present information to the Board on his services but due to a death in his family he was unable to be present, he will present at a later date.

### **Recreation Advisory Board – Background Checks**

Mary Sawyer presented information on Background checks as discussed by the Recreation Advisory Board.

Commissioner Smith asked for the costs.

Ms. Sawyer said around \$8 - \$9.

Commissioner Smith moved that the full Board discuss this on the March agenda. Vice Chairman Nixon asked for all in favor, the motion passed (4-0).

### **Manager's Items**

#### **Update on SOC**

Mr. Parker shared that he met with Al Hodge on the County's SOC for the Valhalla Discharge violation. He stated that Mr. Hodge requested that the County maintain open communication if deadlines are close. He stated that Mr. Hodge reviewed the draft report and he agrees with the solution prepared by the Engineer to design a lift station and force main. He stated that the next step will be to apply for permits and begin agency reviews.

Board members discussed permitting and the processes.

Mr. Parker stated the cost estimates are at \$2.8 million.

#### **Bennett's Millpond**

Mr. Parker stated that the group continues to meet and is working on the dam design. The committee is actively seeking donations from adjoining land owners and any public interested to minimize the costs for the County.

#### **Ag Extension Director**

Mr. Parker stated that he participated in interviewing two candidates for the director's position.

#### **School Board**

Mr. Parker stated a small committee met and additional data is being searched for the move.

### Elections

Mr. Parker stated he hoped to have them moved by April. He stated construction for a door and two desks are needed. He stated that currently IT is being moved.

Commissioner Nixon asked if the Elections board has approved the new location.

Mr. Parker stated that Rebecca was relaying information to her Board.

### DSS

Mr. Parker stated that DSS is going to hire an architect.

### Health Department

Mr. Parker stated that he has spoken with Mr. Parks about the move and informed him of the \$44,700 budgeted for the move.

The Board members discussed the current conditions of the building.

Mr. Parker added that the timeframe for the DSS move into the building occupied by the Health Department is November/December.

### Animal Shelter

Mr. Parker stated he has drafted an MOU and will be meeting soon with the managers of Gates and Perquimans Counties.

### **Timely and Important Matters**

#### State Budget

Vice Chairman Nixon stated that preliminary reports show that many mandated services may be placed on the County with the State Budget proposal from the Governor's office. He urged the Board to discuss the unfunded mandates with their representatives.

Ms. Jones discussed some of the proposed cuts and added that she would provide the Board with information on the impacts soon. She added that the Association of County Commissioners is opposing many of the unfunded mandates.

#### Sheriff Budget Request

Sheriff Dwayne Goodwin presented a request to purchase a vehicle. He provided the Board with information on his fleet. He stated that many vehicles are aging and mile aging out. He stated he found the money within his budget to purchase the vehicle.

Ms. Jones stated that the request is requiring Board approval because it is a capital expense not included in the budget.

Commissioner Winborne stated he had no concerns with the purchase as long as the monies are used from savings within the Sheriff budget.

Vice Chairman Nixon agreed.

Commissioner Winborne moved that the item go before the full Board for discussion/approval. Vice Chairman Nixon asked for all in favor, the motion passed (4-0).

**Public Comment**

Douglas Stallings, speaking on behalf of the Alumni Association requested that the Board consider a lease between the County and the Association for the space occupied at DF Walker campus on Oakum St. He asked that the Board consider the matter at their March 7, 2011 meeting.

**Executive Session**

Commissioner Smith moved that the Board go into Executive Session in accordance with NCGS 143-318.11(a)(5).

Vice Chairman Nixon asked for all in favor, the motion passed unanimously (4-0).

The minutes of the executive session are sealed.

Commissioner Smith moved that the Board adjourn the Executive session. Vice Chairman Nixon asked for all in favor, the motion passed unanimously (4-0).

Being no further business before the Board, the meeting was adjourned.

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Vice Chairman  
Keith Nixon

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Clerk